

20 Sept 78

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

ATTENTION: MBO Coordinators

FROM:

Chief, Plans and Programs Staff, OL

SUBJECT: DDA Office Management Conferences

REFERENCES: a. Multi adse memo fm DDA dtd 7 Sept 78,
subj: DDA Office Management Conferences
(DDA 78-2921/4; OL 8 4247)
b. Multi adse memo fm DDA dtd 27 July 78,
subj: Directorate MBO Program for FY 1978
and FY 1979 (DDA 78-2921; OL 8 3620)

1. Attached for your guidance is reference a which supplements information you previously received in reference b. As indicated in reference a, it is important to distinguish between the MBO Conferences and the Office Evaluation Conference, which has been rescheduled from 11 October to 10 October, 1330 to 1500 hours.

2. The following is a current schedule of events leading up to the various conferences:

a. Fiscal Year 1978

Office Evaluation Conference

Briefing Outlines Due P&PS - 25 September 1978
Division and Staff Chiefs
Review with D/L

Conference

- Week of 25 September
- 10 October 1978
1330 - 1500 Hours

SUBJECT: DDA Office Management Conferences

Regular Objectives

Year End Action Plan and
Narrative Status Due P&PS - 16 October 1978
Conference with DDA - 25 October 1978
1530 - 1700 Hours

ADP Objectives

Year End Action Plan and
Narrative Status and
Briefing Paper Due P&PS - 23 October 1978
Conference with DDA - 31 October 1978
1330 Hours

b. Fiscal Year 1979

Regular Objectives

Selection by DDA - In Progress
Action Plans Due P&PS - 6 October 1978
Review of Action Plans
by DDA - 25 October 1978
1530 - 1700 Hours

ADP Objectives

Selection by DDA - In Progress
Action Plans Due P&PS - 6 October 1978
Review of Action Plans
by DDA - 31 October 1978
1330 Hours

3. The fiscal year 1979 objectives proposed for tracking at the directorate level have been forwarded to the DDA. You will be notified as soon as they are approved. In order to avoid any delay in submitting your action plans for these objectives, it is suggested that you begin to prepare these plans, anticipating that the DDA will approve the objectives. Contact [redacted] Plans and Programs Staff, [redacted] if you have further questions.

Att - [redacted]

Telegraph [redacted]

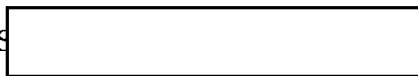
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MEMORANDUM FOR: Chief, Procurement Management Staff, OL ✓
Chief, Logistics Services Division, OL ✓
Chief, Printing and Photography Division, OL ✓
Chief, Procurement Division, OL ✓
Chief, Real Estate and Construction Division, OL ✓
Chief, Supply Division, OL ✓

FROM:

Chief, Plans and Programs Staff, OL

SUBJECT: Office Evaluation Conferences

REFERENCES:

- a. Multi adse memo fm A/DDA dtd 24 Aug 78,
same subj (DDA 78-2921/1; OL 8 4061)
- b. Multi adse memo fm DDA dtd 27 July 78,
subj: Directorate MBO Program for FY 1978
and FY 1979 (DDA 78-2921; OL 8 3620)

1. Reference a, attached, supplements information relative to the Office Evaluation Conference which you received in reference b. Please be guided by these instructions, and forward copies of your presentation materials to the Plans and Programs Staff by 25 September.

2. Since the meeting is scheduled to last 90 minutes, we are considering allocating the first hour to the presentations. Therefore, each speaker will be allowed 10 minutes in lieu of the 5 minutes previously allotted. The conference is scheduled for 11 October at 1530 hours.

10 Oct at 1330 Hrs.

Att

OL 8 4230

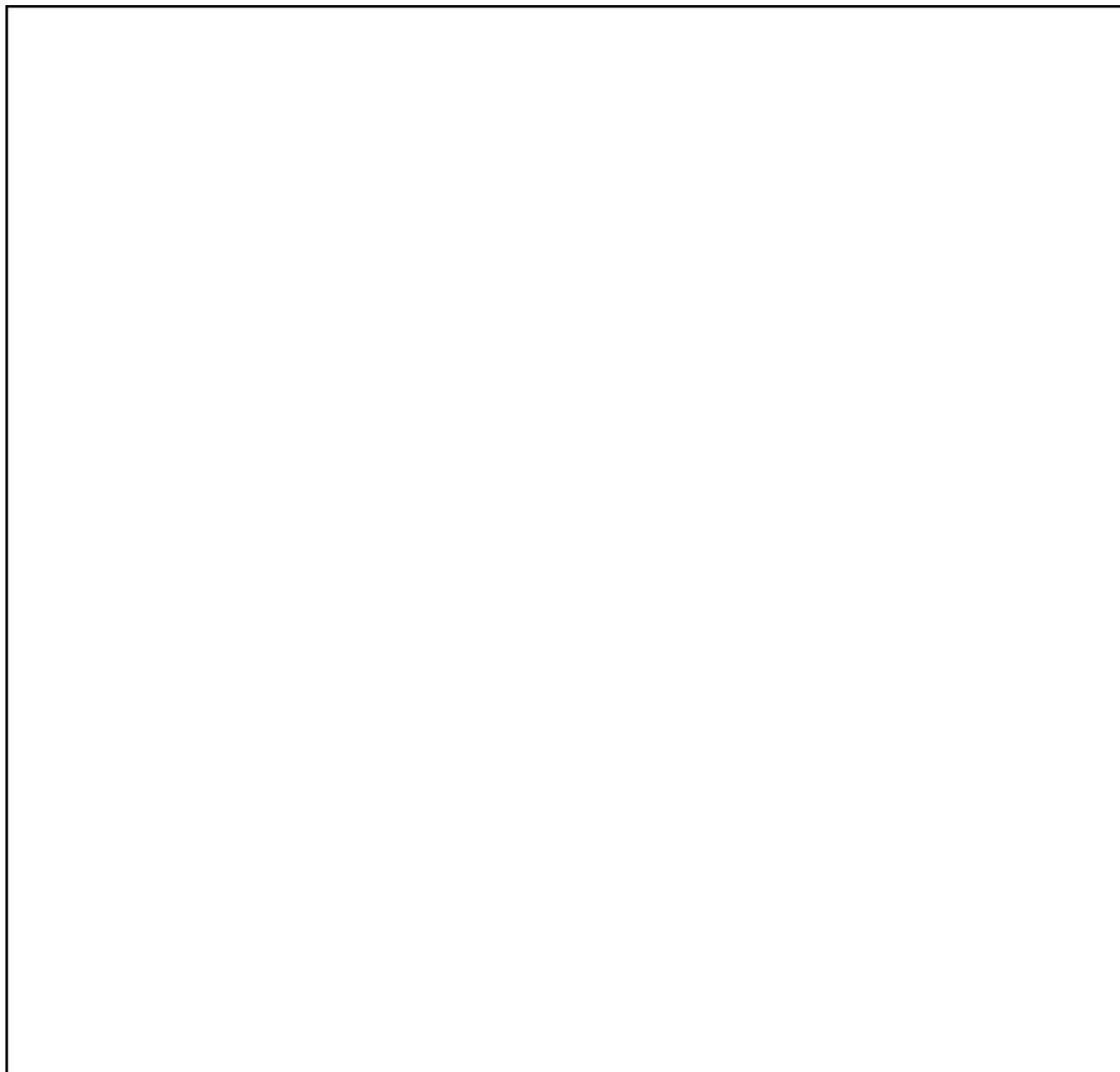
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